Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

MontCAS
Montana Comprehensive Assessment System

December 2016 JUMP Newsletter

Welcome to JUMP, the OPI MontCAS online assessment newsletter. JUMP is published several times during the year to announce important assessment and data events. It provides up-to-date information necessary for the administration of statewide assessments and the accompanying data collections.

2016-17 MONTCAS Schedule of Events

| Assessment Window	Assessment/Event	Grades
December 7, 2016 – February 1, 2017	English Language Proficiency (ELP)	K-12
January 12-13, 2017	Missoula Assessment & Data Conference, Hilton Garden Inn. Conference information and registration are online: http://opi.mt.gov/curriculum/MontCAS/index.html?gpm=1_9	All
February 1-2, 2017 New date, same site with a new name.	Billings Assessment & Data Conference, Double Tree (formerly named Crowne Plaza). Conference information and registration are online: http://opi.mt.gov/curriculum/MontCAS/index.html?gpm=1_9	All
February 20 – March 24, 2017	CRT Alternate Science	4, 8 and 10
March 1 – March 24, 2017	CRT Science	4, 8 and 10
TBA (March 2017)	Test Window Count Date	3-8, 10-11
March 22 – May 26, 2017	Montana Smarter Balanced, English Language Arts and Math	3-8
March 27– May 12, 2017	MSAA Alternate Assessment, English Language Arts and Math	3-8
March 27– May 12, 2017	MSAA Alternate Assessment, English Language Arts and Math	11
April 19, 2017 (Wednesday)	ACT with Writing Initial Test Date	Grade 11 students: public and private accredited schools
April 19 – May 3, 2017	ACT with Writing Accommodations Window	Grade 11 students: public and private accredited schools
May 3, 2017 (Wednesday)	ACT with Writing Makeup Test Date	Grade 11 students: public and private accredited schools

Smarter Updates

Interim

- **Students in grades 2-8 and high school. There are no grade 2, 9, 10, or 12 specific tests; however, students may take the interim test for another grade**.
    - o Students in grades 2-12 are registered in AIM.
    - o Schools will need to add high school teachers to TIDE.
- **To access the Interim assessments, login to the portal and click on Test Administration.**
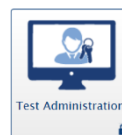
- **New documents posted on the OPI MontCAS/Smarter/Interim site** http://opi.mt.gov/curriculum/MontCAS/index.html?gpm=1_3
    - o **OPI November Webinar Slides**
    - o **AIR Ways User Guide**: Instructions and support for users viewing student interim assessment performance reports in AIR Ways.
        - ▪ AIR Ways provides student performance reports for interim assessments. AIR Ways consists of a Dashboard page and various Assessment Reports. The Dashboard provides a summary of all the assessments associated with a particular user or institution, and the Assessment Reports provide detailed performance data for each of those assessments.
    - o **Assessment Viewing Application (AVA) User Guide**: Overview of how to access and use the AVA to view items on the Smarter Balanced Interim Assessments.
    - o **Teacher Hand Scoring (THSS) Training Module**: Overview of the THSS for interim assessments.
    - o **Teacher Hand Scoring (THSS) User Guide**: Overview of the THSS which allows teacher scorers to score test responses that require local/human scoring for the interim.
    - o **Smarter Balanced Hand Scoring Rules**: To accompany the User Guide.

Summative Test Administration Certification

- **All educators administering the 2017 Smarter Summative Assessment are required to complete the teacher training module and pass the quiz for certification.**
- **Once the certification is complete, a Y will appear on TIDE for the educator.**
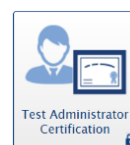
Smarter Training Modules on the Measured Progress/Smarter Portal

The following training modules will be posted on the dates indicated below

Date	Title
November 22, 2016	2016-2017 Logging into TIDE and Managing Users (posted)
November 30, 2016	2016-17: TIDE-- Students, Test Settings and Tools (posted)
December 7, 2016	Accommodations: New for 2016, Designated Supports, Universal Tools
December 14, 2016	2016-17: Administering Tests/After Testing
December 30, 2016	Online Reporting System (ORS): Interim and Summative Reporting

- Link: http://mt.portal.airast.org/resources/?section=2
- Click on Tutorials

CRT-Alt Registration Window Reminder

	CRT-Alt Registration Windows	
October 3, 2016- January 13, 2017	**October 3 – December 2, 2016:** For students currently enrolled **January 2 – January, 13, 2017:** For students who enroll in your school after December 2, 2016 **After January 13, 2017:** For students who enroll in your school after December 1, 2016, please contact OPI.	• Student enrollment in AIM needs to indicate that the student is taking an alternate (Please see the alternate eligibility link on page 2) • Because materials need to be prepared for the CRT-Alternate, in addition to designating students for the alternate in AIM, please register the students online: http://iservices.measuredprogress.org/ • Choose Montana, then CRT Alternate Registration

English Language Proficiency Assessment (ELP) Updates
Calendar

ACCESS 2.0 Administration Dates (2016-2017)			
	Testing Specifics	**Start Date**	**End Date**
Pre-Testing	Deadline to update LEP status in AIM	10/3/16	10/28/16
	Pre ID Files to WIDA- OPI Staff	10/28/16	10/28/16
	WIDA AMS Test Setup Available	11/4/16	2/1/17
	Districts Receive Test Materials (On)	11/29/16	1/25/17
During Testing	Test Window	**12/7/16**	**2/1/17**
	Additional Test Material Window in AMS	11/19/16	1/25/17
Post-Testing	Deadline for Shipping Completed Test Materials to DRC	2/8/17	2/8/17
	Districts Receive Reports - Printed and Online (On)	4/21/17	4/21/17

Getting Started

New to ELP testing?

Here is a handy, Montana specific ACCESS for ELLs 2.0 checklist to guide the process:

https://www.wida.us/membership/checklists/MT-checklist.pdf

Training Requirements

• System test coordinator, school test coordinator, and test administrator trainings are available on the WIDA website: www.wida.us.

• All test administrators must pass a final quiz with a minimum of 80% to be certified to administer the ACCESS for ELLs assessments.

• System test coordinators have permission to set up accounts for system staff and test administrators so that trainings can be completed and documented.

• System test coordinators can monitor for training completion by using the Account Management and Training Status tool on the WIDA website.

• The trainings available in Montana are the Kindergarten, Alternate ACCESS, and Online Grades 1-12. Test administrators are required only to take the trainings for grades they will administer.

Accounts for the ACCESS for ELLs Testing

- System test coordinators and test administrators must have accounts to log in to the both the WIDA website and to the WIDA Assessment Management site.
- The two accounts are separate and have different formats.
- OPI creates accounts for System Test Coordinators (STCs). STCs create accounts for all other school, district coordinators, and test administrators.

WIDA website: www.wida.us

- Complete required trainings in the MY ACCOUNT & SECURE PORTAL area.
- STCs create accounts using the Account Creator tool.
- STCs can monitor training completion, assign additional permissions, and view all current district accounts using the Account Management & Training Status tool.
- Account format:
  o Username: first initial plus last name (a number is added to differentiate users with the same first initial and last name)
  o Password: entered by the STC when the account is created; can be changed by the user

WIDA Assessment Management System (WIDA AMS) website: www.wida-ams.us

- Complete test management activities including manage students, set up test sessions, and complete technology set up activities
- STCs create accounts for TAs and district users in the User Management section
- Account format:
  o Username: email address
  o Password: set up by users when they first access the AMS system

OPI Contact for help with account set up and permissions:
Yvonne Field, yfield@mt.gov, 406-444-0748

Ordering Additional Materials

Additional materials orders are completed by OPI; contact Yvonne Field, yfield@mt.gov, 406-444-0748.

Students Who Move

Transfers of online testers must be managed using WIDA AMS.

- For school-to-school transfers (within the district), District Test Coordinators can complete the transfer using WIDA AMS Student Management and Test Management.
- To transfer a student from one district to another, District Test Coordinators must complete the Student Transfer Form in WIDA AMS.
- Complete directions for transferring a student school-to-school or district-to-district within WIDA AMS are provided in the WIDA Assessment Management System User Guide.
- Detailed information on transfer situations can be found starting on page. 63 of the Test Administration Manual for District and School Coordinators.

Student Participation in MontCAS

Including All Students in Statewide Assessments

- This document was included in the November 2016 JUMP newsletter. It is now posted online:
  http://opi.mt.gov/pdf/Assessment/General/Guidelines_IncludingAllStudents.pdf

Updating System Test Coordinator Contact Information

- If your system has a new System Test Coordinator, contact information can be updated by phone or with an online form.
- Marcy Fortner, Administrative Assistant, 406-444-2577
  - Online form for new test coordinators: http://app.keysurvey.com/f/693797/16c7/
  - Online form for existing system test coordinator contact information updates: http://app.keysurvey.com/f/689583/f789/

MontCAS Contact Information

Marcy Fortner, Administrative Assistant, mfortner@mt.gov 406-444-2577

Yvonne Field, ELP and MSAA Alternate Lead, yfield@mt.gov 406-444-0748

Paula Schultz, Smarter Accommodations Lead, pschultz2@mt.gov

Pam Birkeland, Digital Library Lead, pbirkeland@mt.gov

Jessica Eilertson, Incoming State Assessment Director, jeilertson@mt.gov 406-444-3511

Judy Snow, Outgoing State Assessment Director, jsnow@mt.gov 406-444-3656

Measured Progress Montana Help Desk: montanahelpdesk@measuredprogress.org

WIDA/DRC Helpdesks for the ELP Assessment

- WIDA Client Services (www.wida.us assistance line)
  Email: help@wida.us Phone: 866-276-7735
- DRC Customer Service
  Email: WIDA@datarecognitioncorp.com Phone: 855-787-9615

MontCAS Website: http://opi.mt.gov/curriculum/MontCAS/